

Tutor Doctor Oxford

Health & Safety Policy

(Updated – September 2026)

1. Policy Statement

Tutor Doctor Oxford is committed to providing and maintaining, so far as is reasonably practicable, safe and healthy working conditions, equipment, and systems of work for all staff, tutors, learners, contractors, and visitors. We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and all associated legislation. Our aim is to prevent accidents, incidents, and work-related ill health, while promoting a positive culture of health, safety, and wellbeing across all areas of our work — including remote, on-site, and home-based alternative education delivery.

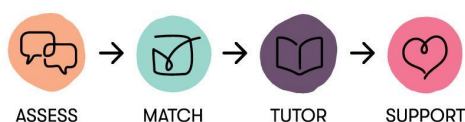
2. Policy Scope

This policy applies to all Tutor Doctor Oxford staff, tutors, volunteers, contractors, learners, parents/carers, and commissioning Local Authorities. It applies to all delivery settings including in-person, online, and home or community-based alternative provision. The policy covers all activities carried out under Tutor Doctor Oxford's responsibility, including teaching, administration, and outreach, and complements other safeguarding and quality policies.

3. Legal and Regulatory Framework

This policy ensures compliance with the following legislation and statutory requirements:

- Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



- Regulatory Reform (Fire Safety) Order 2005
- Personal Protective Equipment at Work Regulations 2022
- The Health and Safety (Display Screen Equipment) Regulations 1992
- It also aligns with Department for Education and Local Authority guidance on safeguarding, health and safety in education, and the statutory guidance [Keeping Children Safe in Education \(2026\)](#).

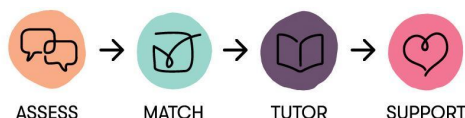
4. Responsibilities

Tutor Doctor Oxford recognises that effective health and safety management relies on clear responsibilities at every level.

- **Business Owner / Responsible Person:**
 - Holds overall accountability for ensuring compliance with health and safety legislation
 - Ensures sufficient resources and competent advice are available
 - Reviews this policy annually or following significant changes or incidents.
- **Operations Manager / Centre Lead:**
 - Implements the policy and ensures that day-to-day activities comply with legal and organisational standards
 - Carries out and reviews risk assessments for educational and administrative environments
 - Maintains accident records and oversees reporting (including RIDDOR where applicable)
 - Ensures all staff and tutors are trained appropriately.
- **Tutors, Staff, and Contractors:**
 - Take reasonable care of their own health and safety and that of others
 - Follow all safety procedures and report hazards, near-misses, or incidents immediately
 - Use equipment and resources safely and as instructed.
- **Learners, Parents, and Visitors:**
 - Must comply with Tutor Doctor Oxford's safety instructions and act responsibly to prevent harm to themselves or others.

5. Risk Assessment

Comprehensive risk assessments are undertaken for all work activities, including in-home and community settings. Assessments identify hazards, evaluate risks, and define control measures. They are reviewed annually or when changes occur. Special



consideration is given to vulnerable learners, including those with special educational needs, SEMH or medical conditions.

6. Health and Safety Arrangements

Tutor Doctor Oxford has arrangements in place to manage specific aspects of health and safety including:

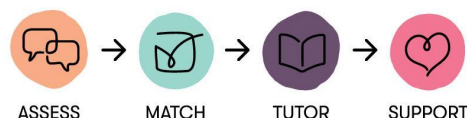
- **First Aid:** Adequate first aid provision and trained personnel are maintained at all sites. Incidents are recorded in the Health & Safety Log
- **Fire Safety:** Fire risk assessments, emergency procedures, and evacuation drills are reviewed annually. Equipment is maintained and tested regularly
- **Accidents and Incidents:** All incidents and near-misses are recorded, investigated, and reported to the HSE under RIDDOR when required. -Hazardous Substances: Any hazardous materials, such as cleaning products, are risk-assessed under COSHH and stored safely
- **Equipment Safety:** All work equipment is maintained, inspected, and tested as required under PUWER
- **Manual Handling:** Tasks are assessed, and training provided to reduce risk
- **Display Screen Equipment (DSE):** DSE assessments are conducted for staff using screens for prolonged periods
- **Lone Working and Home Visits:** Staff conducting home or community-based sessions follow the Lone Working Protocol, including check-in and escalation procedures
- **Off-site Activities:** Risk assessments are completed for all off-site provision, ensuring safeguarding, insurance, and health and safety standards are met.

7. Training and Competence

All staff, tutors, and contractors receive induction training covering health and safety, fire safety, first aid awareness, and safeguarding. Refresher training is provided annually or whenever roles or risk profiles change. Specialist training (such as manual handling or first aid) is delivered where appropriate to ensure competence.

8. Communication and Consultation

Tutor Doctor Oxford promotes open communication on health and safety matters. Health and safety information is shared at staff briefings, and staff are encouraged to raise concerns or suggestions for improvement. Key information, including emergency procedures, is displayed or made available digitally.



9. Monitoring and Review

Regular monitoring, inspection, and audit of health and safety arrangements are undertaken to ensure compliance and continuous improvement. Accident and incident trends are reviewed and reported to management. This policy is reviewed annually, or sooner if legislation or guidance changes, and updates are communicated to all staff and partners.

10. Record Keeping

Tutor Doctor Oxford maintains accurate and secure records relating to:

- Risk assessments and reviews
- Training completion
- Accident and incident records
- Fire drills, safety checks, and equipment maintenance
- Reports to Local Authorities or the HSE where required.

11. Related Policies

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Equality & Diversity Policy
- Attendance Policy
- Curriculum & Activities Policy
- Lone Working Policy

Approved by:

Name: Matthew Lynch

Role: Business Owner

Date: September 2026

Signed:

